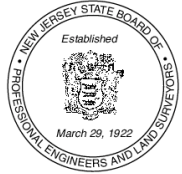




State of New Jersey  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF CONSUMER AFFAIRS  
STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
P.O. Box 45015, NEWARK, NEW JERSEY 07101  
(973) 504-6460



## Directions to Apply for Consideration as a Land Surveyor-in-Training

Failure to follow directions will result in the delay of your application. Any applicant who does not meet board deadlines will not be allowed to sit for the exam until the next examination date. This application will allow consideration for the fundamentals of land surveying exam only. All applications must be typed. **Application fee: \$30.00**

### LAND SURVEYOR-IN-TRAINING ELIGIBILITY

#### I. GENERAL INFORMATION

Applicants are required to state their full legal name and residence.

To be eligible to receive a land surveyor-in-training certificate, you must meet the following requirements.

- A. Board-approved four-year curriculum in surveying.\*
- B. Successful completion of the National Council of Examiners for Engineering and Surveying's eight-hour Fundamentals of Land Surveying written exam with a minimum score of 70 percent.
- C. A passing grade on the New Jersey Law exam.

\* Applicants who have foreign degrees need two years of experience obtained in the United States which is acceptable to the Board.

#### II. PRESENT LICENSE STATUS

If you are licensed in another state or have already passed the Fundamentals of Land Surveying exam, do not fill out this application. You must then fill out a professional land surveyor's application.

#### III. REFERENCES OF CHARACTER AND QUALIFICATIONS

- A. References will not be accepted from relatives of the applicant. No current Board member shall be used as a reference. All reference forms must contain the applicant's Board-assigned number. No references over one year old will be accepted.
- B. Of the three references required to be eligible to receive a land surveyor-in-training certificate, one must be a licensed professional land surveyor in the United States and have personal knowledge of the applicant's land surveying education, experience or training.

#### IV. EDUCATION

**Transcripts** must contain the Board's assigned application number for the applicant, must be sent directly from the institution to the Board office and must contain the seal of the institution's registrar. Transcripts without an application number **will not be accepted**. It is the applicant's responsibility to request that transcripts be mailed directly to this office. If you have attended an institution that is not located in the United States, the Board-approved transcript review service will also need an accurate English translation, certified to be accurate by a competent authority.

Do not forward any documents to this office such as transcripts until your application is on file and you have been assigned an application number. All references and transcripts must be identified by your application number.

#### Foreign Institutions

- A. All applicants **must** have foreign degrees evaluated by a review service selected by the Board. Previous reviews **will not be accepted**. You will receive directions with your acknowledgment letter.
- B. Applicants from non-English speaking countries, or countries wherein the primary language is other than English, **prior to Board review** of the application, must submit a T.O.E.F.L. (Test of English as a Foreign Language) Certificate with a minimum score of 233, and a T.S.E. (Test of Spoken English) with a minimum score of 50. An applicant who has received a four-year B.S. from a country wherein the primary language is English will be exempted. However, the degree must be evaluated as in A above. The scores must be sent directly to the Board from the Educational

Testing Service (ETS). These tests must have been taken within two years of application or at the time of application. For further information, contact:

Director  
**T.O.E.F.L. Programs and Services**  
P.O. Box 6159  
Princeton, N.J. 08541-6159  
(800) 468-6335  
<http://www.toefl.org>

#### **V. DETAILED STATEMENT OF EXPERIENCE (FOREIGN DEGREE ONLY)**

(Fill out completely - do not refer to other forms, etc.)

Experience must not be anticipated. Only experience gained by the date of application will be reviewed.

#### **VI. AFFIDAVIT**

All applications must be notarized.

### **MISCELLANEOUS INFORMATION**

#### **DEADLINES**

All applications and supplemental documents must be submitted to the Board office within the prescribed deadlines to be considered for admission to the next regularly scheduled examination. It is the applicant's responsibility to verify the receipt of all documents by the Board office. Failure to meet prescribed deadlines will result in the denial of the application and rescheduling for a subsequent examination date.

#### **CHANGE OF ADDRESS**

All address changes must be made in writing within 30 days of the change.

#### **FEES**

All fees, whether application or examination, shall be retained by the Board and are nonrefundable, and will not be transferred to a subsequent examination. Fees must be submitted by certified check or money order, payable to the State Board of Professional Engineers and Land Surveyors.

Applicants are requested not to file their application for license unless they are fully prepared to take the written examination when notified by the Board. An extension of time for the purpose of taking review or refresher courses for the examination will not be granted by the Board.

#### **EXAMS**

Notice of two scheduled written examinations will be sent to the applicant. Failure of the applicant to schedule and/or appear for the examination following such notice may result in cancellation of the application, even though examination fees have been paid.

If an applicant fails to appear for or fails to complete two consecutive examinations because he/she has appeared only for a morning or afternoon session, or if an applicant receives a zero on two consecutive examinations, his/her application will be canceled (destroyed) automatically.

#### **REMINDER**

- ☐ Read all directions.
- ☐ Make note of Board deadlines.
- ☐ Type the application.
- ☐ Notarize the application.
- ☐ Fill out all blocks of the application completely.
- ☐ Attach a full-face photograph to the application with the date of the photograph noted.
- ☐ Signature of the applicant on the form.
- ☐ Notify references that a form is coming and that it must be submitted by the deadline.
- ☐ The experience section filled out in explicit, clear and thorough detail.
- ☐ Application fees (certified check or money order) enclosed, but **not** stapled to the application.
- ☐ The Board will distribute reference forms and assign you an application number after your application is on file.